

**ENVIRONMENTAL PLANNING &
COORDINATION ORGANISATION**

(Autonomous organization of MP Govt)
Paryavaran Parisar E-5 Sector
Arera Colony, Bhopal – 462 016
Tel. 2464318, 2466970
Fax: (0755)- 2462136
Website: www.epco.in

No. 4745/EPCO/2010

Dated:

18/11/10

OFFICE ORDER

In order to carry out smooth functioning of the organization, the Delegation of Administrative and Financial Powers is hereby partially modified as per the list enclosed.

This order will effect from the date of issue of this order.


Executive Director

Endt.No. 4746 /EPCO/2010

Dated: 18/11/10

Copy to :

1. Director (Res. & Trg), EPCO, Bhopal
2. Chief Architect, EPCo, Bhopal
3. To the concerned Project Coordinator/ Nodal Officer/ Project-in-charge, EPCO, Bhopal
4. Administrative Officer, EPCO, Bhopal
5. Accounts Officer, EPCO, Bhopal


Executive Director


Proposed Changes in Delegation of Administrative and Financial Powers

| Administrative Powers | | | | | |
|------------------------------|--|--|--|--|---|
| FP No | Nature of Power | Authority to whom the Powers delegated | Extent of Delegation | Proposed Authority to whom the Powers delegated | Proposed Extent of Delegation |
| AP-18 | Sanction Casual Leave | Director General | Full powers to sanction casual leave to ED | No Change | No Change |
| | | Executive Director | Full powers for Class I & II posts | No Change | No Change |
| | | Director | For project based class - II officer | No Change | No Change |
| | | Project Coordinator | For project based Class III & IV and contract staff | Project Coordinator/ Nodal Officer/Project-in-Charge | For project based Class III & IV and contract staff |
| AP-19 | To Sanction Earned Leave | Administrative Officer | Full Powers for Class III & IV posts | Respective Section -in-Charge or the senior most officer in absence of Section-in-Charge | Full Powers for Class III & IV |
| | | Director General | Full powers to sanction Earned leave to ED | No Change | No Change |
| | | Executive Director | Full powers for Class - I & II posts beyond 30 days for Class III & IV posts | No Change | No Change |
| | | Director | For project based Class-II officer | No Change | No Change |
| AP-30 | To approve Tour Program and Tour Diary | Project Coordinator | For project based Class III & IV and contract staff | Project Coordinator/ Nodal Officer/Project-in-Charge | For project based Class III & IV and contract staff up to 20 days |
| | | Administrative Officer | Full Powers for Class III & IV employees up to 30 days | Administrative Officer | Full Powers for Class III & IV employees up to 20 days subjected to recommendation of concerning officer. |
| | | Executive Director | Full powers in respect of Class I, II, III & IV employees within and outside state | Executive Director | Full powers in respect of Class I, employees within state and employees of all classes outside state |
| | | Director | Project Team Members within state only | Director | Full Powers for Class II within state only |
| | | Project Coordinator | Project staff within state only | Project Coordinator/ Nodal Officer/Project-in-Charge | For project based Class III & IV and contract staff within state only |
| | | Administrative Officer | Full power for Class III & IV posts and for project staff, within state only | Respective Section -in-Charge or the senior most officer in absence of Section- | Full power for Class III, IV and project staff, within state only |
| | | | | Executive Director. | |

| | | | | | |
|-------|--|---------------------------------|--|---|--|
| AP-33 | Selection of team members for the Project | Project Coordinator | Full powers subject to Executive Director's approval | In-Charge Project Coordinator/ Nodal Officer/Project-In-Charge | Full powers subject to Executive Director's approval |
| AP-34 | Engagement of temporary workers/surveyors for field work at the project site | Director Project Coordinator | Up to maximum of 30 days Up to maximum of 15 days | Director Project Coordinator/ Nodal Officer/Project-In-Charge | Up to maximum of 30 days subject to budget provision Up to maximum of 15 days subject to budget provision |

Financial Powers

| FP No | Nature of Power | Authority to whom the Powers delegated | Extent of Delegation | Proposed Authority to whom the Powers delegated | Proposed Extent of Delegation |
|-------|--------------------------|---|--|--|--|
| FP-2 | To sanction Tour Advance | Executive Director Director Project Coordinator Administrative Officer | Full Powers of in respect of Class I & II Up to ₹ 5,000/- for Project Coordinator and Team Members Up to ₹ 2,000/- only for Contract Project Staff Full powers in respect of Class III & IV and Project staff | Executive Director Director Project Coordinator/ Nodal Officer/Project-In-Charge Respective Section -in-Charge or the senior most officer in absence of Section-In-Charge | Full Powers in respect of Class I and beyond ₹ 15,000/- for all Class Full Powers for Class II employees up to ₹ 15,000/- and all class of employees up to ₹15000/- within state Team members & Contract Staff up to ₹10,000/- within state subject to budget provision Up to ₹ 5000/- in respect of Class III & IV and contract staff |
| FP-3 | Sanction of TA Bill | Executive Director Accounts Officer | Full powers in respect of Class I & II posts barring relaxation in rules which shall be referred to Director General Full powers in respect of Class III & IV and Project staff barring | Executive Director Director Accounts Officer | Full powers in respect of Class I posts and barring relaxation in rules for all class barring relaxation in rules which shall be referred to Director General. Full powers for Class II staff barring relaxation in rules which shall be referred to Executive Director. Full powers in respect of Class III & IV and Contract staff barring |

Executive Director

 Executive Director
 13/07/2024

83

82

| | | | | | | |
|-------|--|------------------------|---|---|--|---|
| | | | relaxation in rules which shall be referred to Executive Director and II and Project Coordinator subject to project budget provisions | Executive Director | | relaxation in rules which shall be referred to Executive Director. Full powers in respect of Class I subject to budget provisions |
| FP-6 | Hiring of conveyance and travel expenses for project work at the project site | Executive Director | Full powers in respect of Class I and II and Project Coordinator subject to project budget provisions | Executive Director | | Full powers in respect of Class I subject to budget provisions |
| | | Director | Up to ₹ 10,000/- In respect of Project members and contract staff subject to project provisions | Director | | Up to ₹ 15,000/- in respect of Project members, contract and other staff subject to budget provisions |
| FP-10 | To sanction purchase of books and periodicals and audio-visual materials | Project Coordinator | Up to ₹ 5,000/- in respect of Project members and contract staff subject to project provisions | Project Coordinator/ Nodal Officer/Project-In-Charge/Section-In-Charge | | Up to ₹ 10,000/- in respect of Project members contract and other staff subject to budget provisions |
| | | Director General | Full powers subject to budget provision | No Change | | No Change |
| | | Executive Director | Full powers up to ₹ 5,00,000/- per annum subject to budget provision | No Change | | No Change |
| FP-11 | To sanction purchase of furniture, machinery, equipment including Computer Hardware and Software and store items | Director | Up to ₹ 5,000/- | Director/Project Coordinator/ Nodal Officer/Project-In-Charge/Section-In-Charge | | Up to ₹ 10,000/- subject to budget provision |
| | | Governing Council | Full Powers | No Change | | No Change |
| | | Director General | Up to ₹ 50,00,000/- | No Change | | No Change |
| FP-15 | To sanction expenditure on repairs of vehicles | Executive Director | Up to ₹ 25,00,000/- subject Budget Provision and as per purchase rules | No Change | | No Change |
| | | Director General | Full Powers | Director/Project Coordinator/ Nodal Officer/Project-In-Charge/Section-In-Charge | | Up to ₹ 10,000/- subject to budget provision and as per purchase rules |
| | | Executive Director | Full Powers up to ₹ 15,000/- for a single vehicle per annum | No Change | | No Change |
| | | Project Coordinator | Full powers up to ₹ 5,000/- for a single vehicle per annum. As per project budget | Project Coordinator/ Nodal Officer/Project-In-Charge/Section-In-Charge | | Full powers up to ₹ 5,000/- for a single vehicle per annum. As per project budget |
| | | Administrative Officer | Full powers upto ₹ 2,000/- for a single vehicle per annum | No Change | | No Change |

6

| | | | | | |
|-------|--|------------------------|--|--|--|
| FP-17 | To sanction advances and expenditure on miscellaneous recurring purchase | Executive Director | Full Powers | No Change | No Change |
| | | Director | Up to ₹ 3,000/- | Director | Up to ₹ 10,000/- subject to budget provision |
| | | Project Coordinator | Up to ₹ 2,000/- | Project Coordinator/ Nodal Officer/Project-in-Charge/Section-in-Charge | Up to ₹ 5,000/ subject to budget provision |
| FP-22 | Printing of Forms, Annual Reports and Stationery articles, photocopying and binding etc. | Administrative Officer | Up to ₹ 2,000/- | Administrative Officer | Up to ₹ 3,000/- |
| | | Accounts Officer | Up to ₹ 1,000/- | Accounts Officer | Up to ₹ 2,000/- |
| | | Executive Director | Full Powers | No Change | No Change |
| FP-26 | Sanction of telephone /mobile, electricity and water charges bills | Project Coordinator | Full powers to project staff as per rule | Project Coordinator/ Nodal Officer/Project-in-Charge/Section-in-Charge | Full powers to project staff as per rules |
| | | Administrative Officer | Full powers as per rules | No Change | No Change |
| | | Executive Director | Full powers in case of relaxation | No Change | No Change |
| FP-28 | To sanction expenditure on POL of EPCO vehicles | Project Coordinator | Full powers up to the limit decided by Home Department | Project Coordinator/ Nodal Officer/Project-in-Charge/Section-in-Charge | Full powers up to the limit decided by Home Department |
| | | Administrative Officer | Full powers up to the limit decided by Home Department | No Change | No Change |
| | | Executive Director | Full Powers | No Change | No Change |
| FP-36 | Payment of Newspaper & Magazine for Library | Administrative Officer | Up to ₹ 2,000/- | Administrative Officer | Up to ₹ 5,000/- |
| | | Executive Director | Full Powers | No Change | No Change |

6



पर्यावरण नियोजन एवं समन्वय संगठन

(म.प्र. शासन की स्वशासी संस्था)

पर्यावरण परिसर, ई-5, अरेरा कॉलोनी,

भोपाल - 462016

Tel.: 2466970, 2464318, 2465686

Fax: (0755) 462136

Email: epcobpl@gmail.com

Website: www.epco.in

क्र. 7226 / एफको / 14

दिनांक 26/8/2014

:: कार्यालय आदेश ::

कार्यालय आदेश क्र. 5859 / एफको / 2014 दिनांक 15.01.2014 में आंशिक संशोधन करते हुए श्री अनूप श्रीवास्तव, मुख्य अभियंता को वित्तीय अधिकार को प्रत्योजित करने के संबंध में कार्यालय से संबंधित कोटेशन क्रय, अग्रिम, भुगतान एवं समायोजन हेतु राशि रु. 25,000.00 तक के वित्तीय अधिकार प्रदान किया जाता है। मुख्य वैज्ञानिक अधिकारियों / मुख्य वास्तुविद् को छोड़ कर अन्य सभी अधिकारियों / कर्मचारियों को यात्रा देयक एवं अग्रिम स्वीकृत करने का भी वित्तीय अधिकार दिया जाता है।

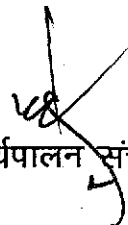
कार्यालय के सुरक्षा एजेंसी के देयक, साफ-सफाई के देयक, मासिक किराये की टैक्सी के देयक, पेट्रोल देयक एवं टैक्सी के देयक इत्यादि के भुगतान करने का वित्तीय अधिकार श्री अनूप श्रीवास्तव, मुख्य अभियंता को प्रदान किया जाता है।


o/c कार्यपालन संचालक

संख्या क्र. 7227 / एफको / 2014
तारीख- 26/8/2014

दिनांक 26/8/2014

1. निज सचिव, महानिदेशक, एफको, भोपाल की ओर सूचनार्थ।
2. निज सचिव, कार्यपालन संचालक, एफको, भोपाल।
3. श्री अनूप श्रीवास्तव, मुख्य अभियंता, एफको, भोपाल।
4. प्रशासनिक अधिकारी, एफको, भोपाल।
5. लेखाधिकारी, एफको, भोपाल।
6. समस्त अधिकारियों को सूचनार्थ।
7. नोटिस बोर्ड।


o/c कार्यपालन संचालक



**ENVIRONMENTAL PLANNING &
COORDINATION ORGANISATION**

Paryavaran Parisar, E-5 Arera Colony,
Bhopal - 462 016
Tel. 2466859, 2464318, 2466970
Fax: (0755)- 2462136
Email: epcobpl@sancharnet.in
Website: www.epcobpl.org

Letter No. /EPCO/04
Dated

36

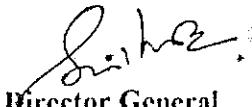
Office Order

Office order No 3550/EPCO/00, dated 19-12-2000 regarding procedure for ACRs is partially modified for smooth functioning & clarity as per details given below:

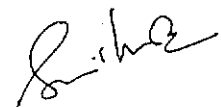
| S. No. | Post of officers/ employees | Reporting Authority | Accepting Authority |
|--------|--|--|---------------------|
| 1. | Directors (Res./ Training/ Planning) | ED | DG |
| 2. | Sr Res Officers, Tech Officer, Economic Planner, OSD, Structural Engineer, Project Engineer, Architects, Asstt. Architects, Project Supervisor | ED | DG |
| 3. | System Analyst, Information Officer, Admn Officer, Accts Officer | ED | DG |
| 4. | Research Officer | ED | DG |
| 5. | Quantity Surveyor, Investigator, Draftsman, Sub Engineer, Graphic designer, Modeller, Ferro -printer, | Chief Architect | ED |
| 6. | Asstt. Admn. Officer (P), Asstt. Admn. Officer (E), | Admn. Officer | ED |
| 7. | All clerical staff, Electrician, Receptionist, Drivers | Admn. Officer/ Concerned officer they are working with | ED |
| 8. | Personal Staff to ED/DG | ED | DG |
| 9. | Asstt. Accounts Officer & all clerical staff of Accts section | Accts Officer | ED |
| 10. | Asstt. Librarian, Library Asstt | Information Officer | ED |
| 11. | Asstt. Programmer | System Analyst. | ED |
| 12. | Programmer (Desai) | Economic Planner/ Concerned officer ho is working with | ED |
| 13. | Daftari, Peons, Mali, Chowkidars, Sweepers | Admn. Officer/ Concerned officer they are working with | ED |

Endt. No. 3257 /EPCO/04
Copy to:

Date: 3/9/04


Director General
2/9/2004

1. Accounts Office, EPCO, Bhopal
2. Administrative Officer, EPCO, Bhopal
3. All concerned Officers


Director General



पर्यावरण नियोजन एवं समन्वय संगठन

(म.प्र. शासन की स्वशासी संस्था)

पर्यावरण परिसर, ई-5, अरेरा कॉलोनी,

भोपाल - 462016

Tel.: 2466970, 2464318, 2465686

Fax: (0755) 462136

Email: epcobpl@gmail.com

Website: www.epco.in

क्र. 895 / एको / 13

दिनांक 8/5/2013

95

:: कार्यालय आदेश ::

संगठन में प्रशासकीय/वित्तीय अधिकार की कंडिका एफ.पी.-42 में आंशिक संशोधन करते हुये समस्त परियोजनाओं/वास्तुविदीय कार्यों हेतु चयनित सलाहकार अथवा विशेषज्ञ नियुक्त करने के लिये और परामर्श शुल्क भुगतान करने का पूर्ण वित्तीय अधिकार कार्यपालन संचालक को सौंपा जाता है।

हस्ताक्षर

महानिदेशक

etc

पृष्ठा क्र. 896 / एको / 2013
प्रतिलिपि-

दिनांक 8/5/2013

1. निज सचिव, महानिदेशक/कार्यपालन संचालक, एको, भोपाल।
2. श्री शरद कुमार जैन, संचालक (योजना), एको, भोपाल।
3. श्री अम्बरीष श्रीवास्तव, संचालक (प्रशिक्षण), एको, भोपाल।
4. श्री अनूप श्रीवास्तव, संरचना यंत्री, एको, भोपाल।
5. डॉ. संजीव सचदेव, वरिष्ठ शोध अधिकारी, एको, भोपाल।
6. श्रीमती संध्या व्यास, मुख्य वास्तुविद्, एको, भोपाल।
7. श्री राजेन्द्र सिंह, प्रशासनिक अधिकारी, एको, भोपाल।
8. लेखा शाखा, एको, भोपाल।

हस्ताक्षर
05/05/13

प्रशासनिक अधिकारी

etc



**ENVIRONMENTAL PLANNING &
COORDINATION ORGANISATION**

(An Autonomous Organisation under Govt. of MP)
Paryavaran Parisar, E-5, Arera Colony
Bhopal-462 016 (M.P.)
Tel. 2466970, 2464318, 2465686
Fax: (0755)-462136
Email: epcobpl@gmail.com
Website: www.epco.in

No. 4413 /EPCO/13

Dated

17/10/2013

OFFICE ORDER

Officer-in-Charge, Environmental Research Laboratory (ERL) is hereby given the authority for granting approval for analysis of consultancy samples at his level up Rs. 20,000.00 (Twenty Thousand Only),

The charges for analysis of consultancy samples shall be deposited in the Accounts Section as per existing practice.


o/c Executive Director

Endt.No. 4414 /EPCO/2013
Copy to:

Dated: 17/10/2013

1. Dr M.R. Khan, Officer-in -Charge, ERL, EPCO- for information.
2. Administrative Officer, EPCO – for information.
3. Accounts Officer, EPCo – for information.


o/c Administrative Officer



**ENVIRONMENTAL PLANNING &
COORDINATION ORGANISATION**

(An Autonomous Organisation under Govt. of MP)
Paryavaran Parisar, E-5, Arera Colony
BHOPAL-462 016 (M.P.)
Tel. 2466970, 2464318, 2465686
Fax: (0755)-462136
Email: epcobpl@sacharnet.in
Website: www.epco.in



क्र. 88 / एफको / 11
दिनांक 6/4/2011

कार्यालय आदेश

एफको में कार्यरत अधिकारियों एवं कर्मचारियों के मासिक वेतन भुगतान के अनुमोदन का वित्तीय अधिकार की कंडिका एफ.पी.-1 में कार्यपालन संचालक को है।

उक्त कंडिका में आंशिक संशोधन करते हुए मासिक वेतन के भुगतान हेतु प्रशासनिक अधिकारी के अनुमोदन पश्चात लेखाधिकारी द्वारा भुगतान किया जायेगा।

कार्यपालन संचालक
9c

पृ. क्र. 89 / एफको / 2011
प्रतिलिपि :

भोपाल, दिनांक 6/4/2011.

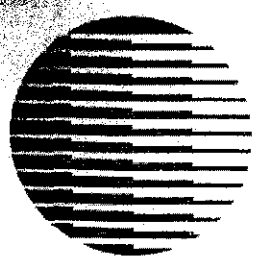
- 1 निज सचिव, महानिदेशक, एफको, भोपाल
- 2 संचालक (शोध एवं प्रशिक्षण), एफको, भोपाल
- 3 लेखाधिकारी, एफको, भोपाल
- 4 प्रशासनिक अधिकारी, एफको, भोपाल

कार्यपालन संचालक
9c

1
4

62

**DELEGATION OF
ADMINISTRATIVE & FINANCIAL
POWERS**



ENVIRONMENTAL PLANNING & COORDINATION ORGANISATION

Paryavaran Paisar, E-10, Sector-10, Gurgaon, Haryana (M.P.)

Tel: 0755-2462136

Website: <http://www.epco.in>

ENVIRONMENTAL PLANNING & COORDINATION ORGANISATION, BHOPAL
DELEGATION OF ADMINISTRATIVE & FINANCIAL POWERS

62nd Governing Council

Administrative Powers

| AP No | Nature of Power | Authority to whom the Powers delegated | Extent of Delegation |
|-------|---|--|---|
| AP-1 | To make appointment of Class I Posts | Director General | Full powers in respect of Class I posts under EPCCO subject to the availability of posts and approval of the Governing Council on recommendation of the Selection Committee where applicable. |
| AP-2 | To make appointments of Class II, III and IV posts and contingency paid project employees | Executive Director | Full powers subject to availability of posts in the set up and on the recommendations of the Selection Committee where applicable. |
| AP-3 | To Change Duty Station/ Headquarter | Director General | Full powers |
| | | Executive Director | Full powers in respect of Class II, III & IV staff |
| AP-4 | To relax age limit prescribed for First appointment | Director General | Full powers in respect of all post subject to approval of Governing Council |
| AP-5 | Creation of posts in prescribed pay scales | Director General | Full powers in respect of Class I & II posts subject to approval of Governing Council. |
| | | Executive Director | Full powers in respect of Class II, III & IV posts subject to the approval of Director General |

Sharma

Sharma

| | | | |
|-------|---|------------------------|---|
| AP-6 | Fixation of qualifications of pay scale | Director General | Full powers for Class I & II posts |
| | | Executive Director | Full powers in respect of Class III & IV posts |
| AP-7 | To order EPCO employees to hold current charge of another post and to sanction special pay | Director General | Full powers for Class I posts |
| | | Executive Director | Full powers in respect of Class II, III & IV posts |
| | | Director General | Full powers in respect of Class I posts |
| AP-8 | To extend joining time in certain conditions – maximum of 30 days | Executive Director | Full powers in respect of Class II, III & IV posts |
| | | Executive Director | Full powers in respect of Class I posts |
| AP-9 | To sanction annual increments | Administrative Officer | Full Powers in respect of Class II, III & IV posts, except in case of enquiry. |
| | | Director General | Full powers in respect of Class I posts |
| AP-10 | Sanction to cross E.B. in the existing pay scale | Executive Director | Full powers in respect of Class II, III & IV posts |
| | | Director General | Full powers in respect of officers for whom DG is appointing authority |
| AP-11 | Withholding of promotion including stoppage of E.B. | Executive Director | Full powers in respect of Class II, III & IV posts, for whom ED is appointing authority |
| | | Director General | Full powers in respect of Class I posts |
| AP-12 | Recovery from pay whole or part of any loss caused to EPCO by negligence or breach of trust | Executive Director | Full powers in respect of Class II, III & IV posts |
| | | Governing Council | Full powers in respect of Class I posts for whom D.G. is the appointing authority |
| AP-13 | Power of deciding appeals in respect of orders passed after | Governing Council | Full powers in respect of Class I posts for whom D.G. is the appointing authority |

Amr

Amr

| | | | |
|-------|---|---|--|
| | disciplinary proceedings | Director General | Full powers in respect of posts for whom E.D. is the appointing authority |
| AP-14 | Powers to order D.E. and take disciplinary action | Director General Executive Director | Full powers in respect of Class I posts for whom D.G. is the appointing authority Full powers in respect of Class II, III & IV posts for whom E.D. is the appointing authority |
| AP-15 | Suspension of officers and employees pending departmental enquiry | Director General Executive Director | Full powers in respect of Class I posts for whom D.G. is the appointing authority Full powers in respect of Class II, III & IV posts for whom E.D. is the appointing authority |
| AP-16 | Power to impose major punishment including Termination and Dismissal from services | Director General Executive Director | Full powers in respect of Class I posts for whom D.G. is the appointing authority Full powers in respect of Class II, III & IV posts of EPCO for whom ED is appointing authority. |
| AP-17 | Power to impose minor punishments | Director General Executive Director | Full powers in respect of Class I posts for whom D.G. is the appointing authority Full powers in respect of Class II, III & IV posts for whom E.D. is the appointing authority |
| AP-18 | Sanction Casual Leave | Director General Executive Director Director Project Coordinator | Full powers to sanction casual leave to E D Full powers for Class I & II posts For project based Class-II officer For project based Class III and IV and contract staff |

Answer

David

| | | | |
|-------|---------------------------------|------------------------|---|
| | | Administrative Officer | Full Powers for Class III, & IV posts |
| AP-19 | To Sanction Earned Leave | Director General | Full powers to sanction Earned leave to E D |
| | | Executive Director | Full powers for Class I & II posts beyond 30 days for Class III & IV posts |
| | | Director | For project based Class-II officer |
| | | Project Coordinator | For project based Class III and IV and contract staff |
| AP-20 | To sanction encashment of Leave | Administrative Officer | Full Powers for Class III, & IV employees upto 30 days |
| | | Director General | Full powers in respect of E.D. subject to entitlement. |
| | | Executive Director | Full powers in respect of Class I & II posts subject to entitlement |
| | | Administrative Officer | Full Powers in respect of Class III, & IV employees subject to entitlement |
| AP-21 | To sanction Medical Leave | Director General | Full powers in respect of E.D. |
| | | Executive Director | Full powers in respect of Class I & II posts and beyond 30 days for all other staff |
| | | Director | For Project based Class-II officers upto ten days |
| | | | |

Approved

Agreed

| | | | |
|-------|--|------------------------|--|
| | | Project Coordinator | For project based Class III and IV and contract staff upto 10 days in a year |
| | | Administrative Officer | Full powers upto 30 days in respect of Class III & IV employees |
| AP-22 | To sanction Extra ordinary leave (Leave Without Pay) | Director General | Full powers in respect of Class I & II posts |
| | | Executive Director | Full powers in respect of Class, III & IV posts |
| | | Project Coordinator | For project contract staff upto 30 days |
| AP-23 | Maternity leave | Executive Director | Full powers in respect of Class I posts |
| | | Administrative Officer | Full Powers in respect of Class II, II, & IV employees as per rule |
| AP-24 | Leave preparatory to retirement | Director General | Full powers in respect of Class I posts |
| | | Executive Director | Full powers in respect of Class II, III & IV posts |
| | | Director General | Full powers in respect of Class I posts |
| AP-25 | To sanction commuted leave | Executive Director | Full powers in respect of Class II, III & IV posts |
| | | Director General | Full powers in respect of Class I posts |
| AP-26 | To Sanction of Festival Advance | Executive Director | Full powers in respect of Class II, III & IV posts |
| | | Administrative Officer | Full powers in respect of Class III & IV posts |
| AP-27 | To sanction Grain Advance | Administrative Officer | Full Powers |
| AP-28 | To sanction Car/ Motor cycle/ Scooter/ Bicycle Advance | Executive Director | Full powers in respect of Class I, II, III & IV employees subject to budgetary provision |
| | | Executive Director | Full powers in respect of Class I, II, III & IV employees subject to budgetary provision |
| AP-29 | To sanction normal House Building Advance | Executive Director | Full powers in respect of Class I, II, III & IV employees subject to budgetary provision |

Amol

Amol

| | | | | |
|-------|--|---|--|--|
| AP-30 | To approve Tour Program and Tour Diary | Executive Director | Full powers in respect of Class I, II, III & IV employees within and outside state | |
| | | Director | | Project Team Members within state only |
| | | Project Coordinator | | Project Staff within state only. |
| | | Administrative Officer | | Full power for Class III & IV posts and for project staff, within State only |
| AP-31 | Power to write Annual Confidential Reports | As per the administrative office order Endt. no 3287/EPCCO/04/ dated 03/09/2004 issued by Director General enclosed Annex-A | | |
| AP-32 | Nomination of Project Coordinator | Executive Director | Full powers | |
| AP-33 | Selection of Team Members in the Project | Project Coordinator | Full powers subject to Executive Director 's approval | |
| AP-34 | Engagement of temporary workers / surveyors for field work at the project site | Director | Upto maximum 30 days | |
| | | Project Coordinators | Upto maximum 15 days | |

Approved

Na

Financial Powers

| FP No | Nature of Power | Authority to whom the Powers delegated | Extent of Delegation |
|-------|---|--|--|
| FP-1 | To sanction fixation of salary/ wages and other fixed allowance | Executive Director | Full power subject to fixation as per rules |
| FP-2 | To sanction Tour Advance | Executive Director | Full Powers in respect of Class I and II |
| | | Director | Upto 5000 for Project coordinator and Team Members |
| | | Project Coordinator | Upto to Rs 2000/- Only for Contract Project Staff |
| | | Administrative Officer | Full powers in respect of Class-III and IV and Project staff |
| FP-3 | Sanction of TA Bill | Executive Director | Full powers in respect of Class I & II posts barring relaxation in rules, which shall be referred to Director General |
| | | Accounts Officer | Full powers in respect of Class III & IV and Project staff barring relaxation in rules, which shall be referred to Executive Director. |
| FP-4 | Authorize an employee to undertake journey by special means of conveyance | Executive Director | Full powers |

Approved

Devi

| | | | |
|------|---|------------------------|---|
| FP-5 | To sanction vehicle allowance for journeys performed at Headquarter | Executive Director | Full powers in respect of Class I & II posts |
| | | Administrative Officer | |
| FP-6 | Hiring of conveyance and travel expenses for project work at the project site | Executive Director | Full powers in respect of Class I and II and Project Coordinator subject to project budget provisions |
| | | Director | |
| | | Project Coordinator | |
| | | Director General | |
| FP-7 | To sanction fixed T.A. to employees who are required to remain on tour for more than 15 days | Executive Director | Full Powers in respect of Class II, III, & IV posts and contract project staff |
| | | Executive Director | |
| FP-8 | To sanction full daily allowance for halt in excess of 10 days | Executive Director | Full powers for all staff |
| FP-9 | <p>a. To sanction T.A. including lump sum amount in lieu of D.A. to employees selected to undergo training in India</p> <p>b. To sanction T.A. including lump sum amount in lieu of D.A. to employees selected to undergo training abroad</p> | Director General | Full powers in respect of Class I post for (a) and (b) |
| | | Executive Director | |
| | | Executive Director | |

Approved

Done